



DEPARTMENT FOR SOCIAL INSURANCE

CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

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DCSE Manual Transmittal
Letter No. 97
July 1, 1984

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revisions to Sections 20.000, Prioritization,
and Table of Contents, and New Section 26.000

IV-D Manual of Procedures Section 20.000, Prioritization, has been revised to include procedures for prioritizing cases in which the Cabinet for Human Resources is or has ever been the payee for the support. In March 1984, policy was established and procedures were written for prioritizing existing and former PA Status Code 01 cases. Before then, these cases were not to be reviewed for closed or priority II criteria. When a subpoena or arrearage request is received on a former PA Status Code 01 case that has been prioritized, the case should be retrieved from archives and reopened.

A section has been added to Prioritization to describe an exception to closing existing or former PA Status Code 01 cases. If we are unable to locate the payor but, the case could be certified to the IRS for tax refund intercept, the IV-D cases must not be closed. The Division of Child Support Enforcement may not be able to use other enforcement methods if the payor's address is unknown, but the case will be subject to tax refund intercept projects.

A new manual section 26.000 has been added to describe the duties of the Records and Reports Control Section. An out-of-date section on the Data Center, 33.000, is to be removed from the IV-D Manual of Procedures. The FPLS Cover Letter (Form CS-38), FPLS Application (Form CS-39), and the IMS Inquiry Request (Form CS-53) are also being removed. The Table of Contents has also been revised to reflect these and other recent changes to the manual.

Please make the pen and ink changes shown on the next page to correct Sections 29.000 and 25.030.

Hanson Williams
HANSON WILLIAMS, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT